

# THE CLAN PRACTICAL ACCOUNTANT™

September 28, 1986

Printed in Canada

CPA MU

UTILITIES

Make a backup copy

Create new data disk

Bring forward balances

Quit to main menu

Which?

```

C P A                                MUM
UTILITIES
MAKE A BACKUP

Put a DISK to copy to in drive #2
Put disk to be COPIED FROM in drive #1

Enter OK to continue (ESC to exit)

Copying will ERASE ALL DATA on DISK...

```

```

C P A                                     MUC
UTILITIES
Create NEW DATA DISK

Put a DISK to be initialized in drive #2

Enter OK to continue (ESC to exit)

Initialization will ERASE ALL DATA on DISK...

```

C P A

MU

UTILITIES

BRING FORWARD BALANCES

This will bring the asset & liability  
balances & the outstanding checks and  
deposits forward to the new Disk..

(This will include year to date totals  
for Income and Expenses.)

Do you want this? (Y/N)

```

      C P A
UTILITIES
BRING FORWARD BALANCES

Put a DISK to copy to in drive #2

Put disk to be COPIED FROM in drive #1

Enter 0E to continue (ESC to exit)

Copying will ERASE ALL DATA on DISK...

```

```

      C P A                               3/5/86
      H
>MR. J. SAMPLE
MAIN MENU:

Setup -----
Enter transactions -----
Reconcile bank statement -----
Utilities -----
Monthly report -----
Department report -----
Transactions report -----
List chart of accounts -----
Exit program or change data disk -----

      Which:

```

```

C P A
MSJ: J. SAMPLE      3/5/86
MONTHLY REPORT:
Monthly selection
(Place year thru 12/86)
Select one: All Dept's
Full report or Income/Expense
(Like & Exp only is selected)
Normal or Wide format report
(Wide 126 columns is selected)

(Dollar only is selected)
Account numbers will be printed
Print report
YTD to Main menu
Which ?

- C P A -      thru 12/31/86
-Monthly Report-      8/7/12/86
  Nar      YTD
0.00 1500.00 7450.00
0.00 1300.00 7450.00
0.00 0.00 112.50
0.00 1500.00 7562.50

28 0.00 158.60
53 0.00 325.41
93 0.00 343.51
02 0.00 375.52
76 0.00 83.63
00 0.00 879.20
48 0.00 2205.47
44 0.00 150.76
53 0.00 254.93

```

```

      C P A
MC
>MP. 3. SAMPLE
LIST CHART OF ACCOUNTS

Printout Charting?

100 1 CHECKING ACCT
101 8 CREDITING ACCT
102 4 SAVINGS ACCT
103 6 SAVINGS ACCT
105 MONEY FUND
106 LIFE INSURANCE
107 CD - TERM DEP.
109 CREDIT CARD
    ** BANK ACCOUNTS
125 LOANS RECEIVABLE
126 STOCKS
127 BONDS
128 FIELDS
130 LIFE INSP - CHS V
136 CASH VALUE
139 HOME VALUE

Press (RETURN) to continue
(ESC to exit)

```

NR. J. SAMPLE	- CPA -		Year to date		7/31/86
INCOME	EXPENSE	Department	Total		
	PERSONAL	FEDERAL	FEDERAL	PAID	CONSULT-
INCOME					12/12/86
CONSULTING	27847.00	0.00	0.00	0.00	27847.00
RENTALS	0.00	0.00	7486.77	0.00	17946.77
	0.00	9989.00	0.00	19200.00	2169.00
*TOTAL	27847.00	9989.00	7486.77	19200.00	6486.00
					74962.77
EXPENSE					
LOADING	532.00	0.00	3812.95	0.00	1286.00
FED	6974.45	0.00	1199.00	0.00	700.00
LOADING	0.00	0.00	0.00	0.00	7827.65
ELECTRICITY	1689.94	0.00	360.00	0.00	2149.94
FUEL OIL	1719.46	0.00	262.00	0.00	1921.46
*WHEELER	3609.40	0.00	603.00	0.00	4771.40
RENT PAYMENTS	0.00	0.00	3300.00	0.00	3800.00
RENTS AND	3050.10	0.00	0.00	0.00	3050.10
MEDICAL INS	925.00	0.00	0.00	0.00	925.00

```

      C P A                               3/5/86
                                         NTA
>MR. J. SAMPLE
TRANSACTIONS REPORT:

List transactions by account number

Account      All
Month        All
Department   All
Print report
Quit

Which?

```

```

C P A                                3/5/86
                                     MTR
>MR. J. SAMPLE
TRANSACTIONS REPORT:

    List transactions by record number

List all transactions from number 1

List all transactions to number

<RETURN = 78>

```

```
C P A                                3/5/86  
RE  
MR. J. SAMPLE  
ENTER TRANSACTIONS:    A CHECKING ACCT  
  
Payments entry ██████████  
Receipts entry ██████████  
Transfer/Journal entry ██████████  
Correct transaction file ██████████  
Select bank ██████████  
View liquid assets ██████████  
Quit to main menu
```

Which?

MR. J. SAMPLE  
ENTER TRANSACTIONS: REC 71  
Payments entry

1 Payee:  
2 Memo:  
3 Amount: Bal  
4 Apply to:  
5 Paid frm: 100 A CHECKING A 1412.  
6 Dept: 0 HOME  
7 Check no: 235  
8 Date: 3/5/86

Transaction file 54.9% full.

C P A 3/5/86  
MER  
>MR. J. SAMPLE  
ENTER TRANSACTIONS: REC 78  
Receipts entry

1 Payor:  
2 Memo:  
3 Amount: Bal  
4 Dep to: 100 A CHECKING A 1412.00  
5 Rcvd frm:  
6 Dept: 0 HOME  
8 Date: 3/5/86

Transaction file 54.9% full.

C P A 3/5/86  
NET  
>MR. J. SAMPLE  
INTER TRANSACTIONS: REC 76  
Transfer/Journal entry  
1 Purpose:  
3 Amount:  
4 Tras to:  
5 Tras frm:  
6 Dept: 0 HOME  
8 Date: 3/5/86  
Transaction file 54.9% full.

```

C P A                                3/5/81
MR. J. SAMPLE                        ME
ENTER TRANSACTIONS:                  A CHECKING AC
Select bank

Blank account      100 = A CHECKING
D(epartment (0-7)  0 = HOME
S(et Dr/Cr on
D(uit

```

C P A		3/5/86
>MR. J. SAMPLE		REV
ENTER TRANSACTIONS:	A CHECKING ACCT	
Liquid Asset Account Balance	3/5/86	
	Balance	Last C
100 A CHECKING ACCT	1412.08	23
102 A SAVINGS ACCT	1578.21	
107 CD - TERM DEP.	10000.00	

C P A

```

      C P A                               3/5/86
                                         NR
>MR. J. SAMPLE
RECONCILE BANK STATEMENT:
  A CHECKING ACCT

  Select checking/savings account _____
  List transactions _____
  Clear returned items _____
  Balance statement _____
  Print statement _____
  GQuit to main menu

  Which?

```

```

C P A
>MR. J. SAMPLE
RECONCILE BANK STATEMENT:
    A CHECKING ACCT
    Select checking/savings account
100* A CHECKING ACCT
101 B CHECKING ACCT
102 A SAVINGS ACCT
103 B SAVINGS ACCT
105 MONEY FUND
106 BROKER ACCOUNT
107 CD - TERM DEP.
109 CREDIT CARD
Which checking/savings account?

```

C P A  
3/5/86  
KRI

>MR. J. SAMPLE  
RECONCILE BANK STATEMENT:  
A CHECKING ACCT

Which calendar month? 1  
(0,1)

A CHECKING ACCT Account Transaction			
Date	Payee/Payor	Check	
1/1	MR. EMPLOYER	DEP	
1/10	TELEPHONE CO DIV.	DEP	
1/15	MR. EMPLOYER	DEP	
	TOTAL =	2662.50	
1/5	STATE SAVINGS & L	AT	
1/5	STATE SAVINGS & L	AT	
1/5	STATE SAVINGS & L	AT	
1/20	MUTUAL LIFE INS C	AT	
1/15	FIRST BANK	AT	
1/4	JOES MKT	204	
1/5	GAS CO.	205	
1/5	EDISON CO.	206	
1/5	VISA	207	

```

C P A
>MR. J. SAMPLE
RECONCILE BANK STATEMENT:
  A CHECKING ACCT

List A CHECKING ACCT transac
Cleared transactions 00
Outstanding transactions
Date sequence 000000
Number sequence 000000
Quit

```

---

A CHECKING ACCT Account Transaction			
Date	Payee/Payor	Check	
2/ 1	MR. EMPLOYER	DEP	
2/15	MR. EMPLOYER	DEP	
3/ 1	MR. EMPLOYER	DEP	
TOTAL =			3825.00
2/ 5	STATE SAVINGS & L	AT	
2/ 5	STATE SAVINGS & L	AT	
2/ 5	STATE SAVINGS & L	AT	

C P A

>MR. J. SAMPLE  
RECONCILE BANK STATEMENT:  
A CHECKING ACCT

Which calendar month (1,2) 1

Include cleared items? (Y/N) N

Date of last item  
(1/31/86)

RECONCILE BANK STATEMENT:  
List A CHECKING ACCT transactions  
by Date

From 0/86  
thru  
Return = 3/86

1/30	DR. SCHOLLS SHOES	217
2/5	J. YASHIMOTO	218
2/5	SMITH HARDWARE	220

Press (RETURN) to continue  
(ESC to exit)

  

A CHECKING ACCT Account Transaction			
Date	Payee/Payor	Check	
0/0	OPEN BALANCE	DEP	
1/1	MR. EMPLOYER	DEP	
1/4	JOES MEET	204	
1/5	STATE SAVINGS & L	AT	
1/5	STATE SAVINGS & L	AT	

C P A

>MR. J. SAMPLE  
RECONCILE BANK STATEMENT:  
Balance A CHECKING ACC  
January

Pror Balance	=	473
Deposit total	=	2662
total Checks	=	-2270
Statement Bal	=	865
Outstanding Cks	=	-3278
Deposits Not Ckd	=	3825
Current Balance	=	1412

RECONCILE BANK STATEMENT:  
List A CHECKING ACCT transactions  
by Check no.

From Check no. 204  
thru Check no.  
Return = 233

```

1/5  BELL PHONES      208
1/9  CASH              209
1/9  WAC'S GARAGE     210
1/10 TELEPHONE CO DIV. DEP
1/15 FIRST BANK      AT
1/15 MR. EMPLOYER     DEP
1/20 MUTUAL LIFE INS  AT

Press (RETURN) to continue
(ESC to exit)

```

C P A

>MR. J. SAMPLE  
RECONCILE BANK STATEMENT:  
A CHECKING ACCT

Which calendar month? 1  
(0,1)

```

RECONCILE BANK STATEMENT:
A CHECKING ACCT Transactions      January
Date Payee/Payor      Chk      Amount
1/25 DR.SMITH          211      -100.00 ?
1/27 DR.JONES          215      -75.00 ?
1/27 SAVINGS TRAN      216      -200.00 ?
1/30 DR.SCHOLLS S      217      -28.75 ?

```

```

22 1/ 86
23 1/ 9/86 MAC'S GARAGE
35 1/25/86 DR. SMITH
36 1/25/86 SEARS
37 1/25/86 CASH
39 1/25/86 JOBS MET
44 1/27/86 DR. JONES
45 1/27/86 SAVINGS TRANSFER
46 1/30/86 DR. SCROLLS SHOES
50 2/ 5/86 J. YASHIMOTO
51 2/ 5/86 SMITH HARDWARE
Press (RETURN) to continue
<ESC to exit>

```

\_\_\_\_\_